

SAVIN Governance Committee Meeting

MINUTES



Date: October 28, 2010

Time: 9:30-11:30 AM

Place: Sakakawea Room State Capitol, Bismarck

Present: Janelle Moos, Heidi Francis, Pam Schafer, Lonnie Grabowska, Bret Burkholder, Tracy Trapp, Troy Fleck, Sharon Schmidt, Amy Vorachek and via conference call, Debbie Tibiatowski

Absent: Terry Traynor, Pam Nesvig and Colleen Reese

SAVIN/VINE Custody

- Project Close-Out (Moving from Project to Maintenance Mode): The project close-out process was discussed. The finalized close-out documents will be sent with the minutes. With project closure more time can now be committed to increasing system usage and overall system maintenance. Members discussed awareness of the system is needed for victims and referral sources. Amy advised she met briefly with the jail administrators on 10-21-10. It was brought up by some administrators that SAVIN hasn't eliminated work. SGC members advised they would like to see SAVIN as the only means to provide status notifications as outlined in the century code; SAVIN should be the official means of notification. Amy advised that in some cases SAVIN is notifying registrants of more status changes than what is outlined. Bret advised that Grand Forks enters the victim info into their booking system; could this be extracted and used to automatically register victims? Tracy Trapp advised that Stutsman County also enters in the victim information. If this could occur members suggested automatically registering victims and then they could opt out which still gives them the choice. It was discussed that a User Group could be put together to review and put together effective policies and procedures that agencies can use. Amy will discuss the option with Appriss to extract the victim information to automatically register. She will also work to put together a User Group.
- Remaining Jails to integrate. While the project is closed for LPO reporting there are still 3 county jails left to integrate with, they are: the Cass County Jail, Morton County Jail and McKenzie County Jail. Cass and Morton will come on-line when their JMS's are operational, McKenzie is questionable to some extent as they use a very basic, agency created system. Pam suggested that perhaps they could allow ITD to write the code instead of Appriss? This option will be explored further with agency and Appriss.
- How to Retain Agency Buy-In: Over the next couple of years CJIS will be undergoing a marketing/communication plan. With this Amy will be meeting with on-line agencies and referral sources. She would like to use a "town hall" approach. An informational packet will be

put together that will be used to generate discussion on how their county, city, agency can further utilize the system. This approach will also incorporate rural areas.

- Training for Agencies: In the past VINEWatch webinars have been held monthly; VINELink webinars are also being held monthly.

SAVIN/VINE Probation and Parole

- A document outlining the notices currently provided for the DOCR was distributed. Heidi reviewed the types of notices sent and advised all 26 were currently functioning well. Integration for the parole board notices were the most problematic. Current issues now mostly stem from data entry errors (this includes staff just not being aware of how sensitive the system is). Amy advised that she is working with Appriss to get a return to custody notice; this would enhance the service that the system provides. Heidi advised that the PIN can also be problematic in that people tend to forget them and when a PIN is not entered it can fill up a person's voice mail.

SAVIN/VINE Protection Order

- VINE Protection Order notification types were reviewed. Amy advised that the 30 day expiration notice is currently being fixed. Due to the way temp orders are entered (with no real expiration date) it was not originally included. This has been revisited and permanent orders will now have this notification functionality. Troy and Lonnie advised that the Service Failure notice may be questionable. Amy will need to explore. Troy felt if we keep the notice a policy may need to be put in place for how long a protection order can be held onto before it is considered a "failure to serve."
- Due to time, access to VINEProtect was not discussed and will be put on the next meeting agenda.

SAVIN/VINE Sex Offender

- Sex Offender notification types were reviewed. A document detailing examples of possible dual notifications was distributed. A notice sent at 7:17 AM indicated a Sex Offender was in compliance, another notice was sent at 7:24 AM indicating the offender's address has changed. Amy thought this was overkill and wondered if data entry was triggering something unnecessarily. Lonnie discussed that with the data being pulled once a day registrant may get multiple notices in a day as multiple status changes can be entered. Can one notification type trump another? Amy will explore with Appriss. Another example of dual notification was reviewed and with this example the culprit may be the status change from leaving the penitentiary to go to the community. Amy will continue to research this issue and will include Lonnie when needed.

SAVIN/VINE Courts

- Overall Project Status was provided by Ross Munns. Ross advised that the Courts would be going live with 13 additional counties on Monday, 11-01-10. The next go-live phase will be in

April. Amy advised that they hit a snag with the ND SAVIN/VINE Courts integration efforts; dispositions and jurisdictional transfers need a fix. Tyler has worked out a fix that they will implement over the next month. The project schedule will be pushed back; Amy was comfortable with this as the whole State will not be going on-line at once anyway.

SAVIN Public Relations

- SAVIN commercial and web-banner. The ND SAVIN commercial was shown to committee members. Feedback was favorable. Amy advised that the commercial will be made available for agencies and referral sources to use on their web sites. KK Bold is working to finalize the ND SAVIN web banner. The differences between static and flash web banners were reviewed; committee members felt the flash format was more current. The web banner will also be made available for other agencies to use.
- Marketing Suggestions. Committee members brainstormed for additional marketing options. Suggestions included: Facebook, doing more during Crime Victims Rights Week (April), provide more on-site training and Country in the Morning.

Next Meeting Date

- March 24, 2011, 10:30 AM